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CAREER OUTLINES

NATIONAL PARK SERVICE

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U.S. DEPARTMENT OF THE INTERIOR

United States Department of the Interior

NATIONAL PARK SERVICE
WASHINGTON, D.C. 20240

IN REPLY REFER TO:
P2215(265)

Dear Inquirer:

Thank you for your recent inquiry regarding career employment opportunities in the National Park Service. The information on the following pages of our career brochure answers the most frequently-asked questions concerning the duties, qualification requirements, and application procedures for a variety of jobs that are generally available. We are providing this brochure in response to your inquiry as our workload and limited staff make it impossible to send you a personal reply. If you have questions not answered in the brochure, please contact any of our Personnel Offices as listed on page 24 for answers to your questions.

Sincerely yours,

B. J. Nickman

Chief Personnel Officer

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About the National Park Service

The National Park Service is a Bureau of the U. S. Department of the Interior and should not be confused with the Forest Service, a Bureau of the U. S. Department of Agriculture.

Since 1916, the Park Service has been preserving, protecting and managing natural, cultural, historical and recreational areas. Presently, we administer over 76 million acres throughout the United States, Puerto Rico and the Virgin Islands (see map, page 23). Through various programs, we provide places where people can refresh their spirits, be inspired by nature, encounter traces of past historic figures and events, and enjoy recreational activities in- and out-of-doors.

We have our Headquarters in Washington, D. C., have nine Regional Offices, one service center in Denver, Colorado (where planning, design and construction of physical facilities occur), and one interpretive center in Harpers Ferry, West Virginia (where audiovisual production and the planning of park museum development and exhibits occur). More than 8,500 employees in permanent positions help carry out our mission.

Training, Financial Aid

We provide neither training nor financial aid to prospective employees. For information on scholarships or financial aid, obtain the publication entitled "HEW Fact Sheet" from the Financial Aid Division, Office of Education, U. S. Department of Health, Education and Welfare, Washington, D.C. 20202. The training discussed on page 18 is primarily for Park Service employees.

Academic Preparation for Careers

Wherever possible, this booklet lists the qualifications for jobs. If not listed, the qualifications are shown in the examination announcements of the Office of Personnel Management (OPM), formerly U. S. Civil Service Commission (see discussion page 2, How to Apply) or are shown in the OPM's yearly Federal Career Directory, in most college placement offices. Where education may be substituted for experience, the education can be acquired in any accredited college or university. Courses taken through non-accredited sources are acceptable if you can show that the state university where the non-accredited institution is located will accept college credit for the coursework. We do not recommend one educational institution above another. Some publications to consult or obtain are: "Comparative Guide to American Colleges and Universities," "Lovejoy's College Guide," "Lovejoy's Career and Vocational School Guide" (in libraries and for sale commercially),

"The Directory of Professional Preparation Programs in Recreation, Parks and Related Areas" (which lists about 300 colleges and universities offering such degrees), and the "Curriculum Catalogue" (both obtainable from the National Recreation and Park Association Book Center, 1601 North Kent Street, Arlington, Virginia 22209).

How To Apply and be Considered for Jobs

Most jobs are highly competitive. They are filled by:

1. the appointment of eligibles certified and within reach on appropriate Office of Personnel Management registers;

2. the transfer or reassignment of qualified permanent Federal Government employees; or

3. the reinstatement of qualified and eligible previous employees of the Federal Government.

If you have not held a competitive career or career-conditional position in the Federal Government, you need to apply for eligibility under the examining system of the Office of Personnel Management (OPM). See page 19 on how to contact the OPM, which issues "Examination Announcements" covering the positions desired. Many announcements open and close each day or open for fixed times. In some cases, due to large numbers of eligibles already on OPM registers, the OPM may accept job interest cards and ask you for a complete application at a later date. Some examinations require a written test, administered by the OPM; others are rated on the basis of education, work experience, training, skills, abilities, etc. After you have been rated under an examination, the OPM issues you a written "Notice of Rating," which identifies: the job and grade levels (salary) for which you qualify, your written test scores, if any, the geographic areas where you have eligibility, and how long you may keep your name on the eligibility register(s). If you do not keep your eligibility current, your name will be removed from the register. Registers are maintained in OPM Offices throughout the country. When we have vacant positions, we may ask the OPM for lists of eligibles from appropriate registers. If your name is certified among the best-qualified candidates, we will contact you. The OPM forwards applications with the certificates of eligibles. For further information on hiring procedures from these registers, ask the OPM for its pamphlets "First See Us" and "Working for the U. S. A."

If you are eligible for Federal transfer or reinstatement (see #2 and #3, above) in positions through GS-12 or equivalent (see salary chart, page 25), inquire about vacancy announcements by telephoning the personnel offices (see page 24) in the location serving the areas where you wish to work. You should apply under a specific vacancy announcement, identify the announcement number

on your Standard Form 171 and submit it, usually along with a current supervisory evaluation, by the closing date for receipt of applications. A telephone call first to the areas on page 24 will save you and us valuable time. Most offices do not have extra vacancy announcements to mail but they are posted in various locations for review. At grades GS-13 or equivalent and above, inquire about vacancy announcements, by telephoning a personnel office near you (see page 24) and ask to be informed of the positions on the weekly "Departmental Vacancy Information System List" (DVIS). If you live in or visit the Washington, D. C. metropolitan area, review the DVIS list in Room 2328 or 2640, Main Department of the Interior Building, 18th & C Streets, N. W., Washington, D. C. 20240. The DVIS list also shows vacant positions at GS-9 and above in all Bureaus of the Department. Unless you submit an application (SF-171) under a specific vacancy announcement, your application normally will be returned. There are not extra copies of the DVIS list for mailing.

Equal Employment Opportunity, Age and Citizenship Requirements

We are an equal opportunity employer and encourage all interested and qualified persons to apply, despite the competition for most jobs. As part of our affirmative action plans, we strive to hire persons from as varied and unique ethnic backgrounds as budget and employment ceilings permit. If you follow either application procedure under How to Apply, you will receive equal consideration if you qualify for the job sought. You will be considered without regard to race, religion, color, national origin, sex, physical handicap, age, political affiliation, or any other non-merit factor. For certain jobs, depending upon the duties, there may be age and physical qualification requirement restrictions. When these are genuine occupational qualification requirements, such requirements are not intended to discriminate but are imposed for your safety and the safety of others. Generally, one must be at least 18 years old when hired for most positions. For jobs with law enforcement duties, the age is at least 21. You must be a U. S. citizen. Noncitizens should contact the Office of Personnel Management to obtain the pamphlet "Federal Employment of Noncitizens" (see page 19 for OPM locations).

How Job Selections are Made

When selections are made from registers maintained by the Office of Personnel Management (OPM), the OPM issues the certificates of eligibles and applications of the individuals whose backgrounds most closely match the requirements of the jobs we are filling. As required by the Veterans Preference Act, as amended, we may select any of the top three available applicants certified for each position being filled as long as we do not pass over a veteran to select a nonveteran. The names of the candidates not selected are returned to the OPM and will stay on its register(s) until the persons are hired by a Federal Agency, their eligibility expires, or the register(s) is terminated.

When selections are made from within the Federal Government, under Merit Promotion Plans, we determine from the OPM's published qualification standards whether applicants meet the basic requirements and the specific qualifications (knowledges, skills, abilities and personal characteristics) that are directly related to each job being filled.

In following competitive procedures, if you are rated and ranked among the best-qualified candidates, your name will be certified to the selecting official. If you can be offered a job, you will be contacted by us.

DUTIES

Park Rangers wear a prescribed uniform and perform a wide variety of professional duties in managing parks, historic sites and recreation areas. The former specialized careers of Park Historian, Archeologist and Naturalist have been absorbed under the occupational title of Park Ranger.

Rangers plan and carry out conservation efforts to protect plant and animal life from fire, disease and heavy visitor use. They plan and conduct programs of public safety, including law enforcement and rescue work. They set up and direct interpretive programs such as slide shows, guided tours, displays and even dramatic presentations to help visitors become aware of the natural, cultural and historical significance of areas. They coordinate environmental education programs aimed at acquainting visitors, especially school children, with how the community of man and nature functions. They work on recreation activity planning, conservation programs, park organization, financial management, and may supervise other employees. They frequently speak to groups of visitors. And they meet with civic groups and community organizations to help improve the National Park Service response to the public.

LOCATION

Park Rangers work in urban, suburban and rural areas. More than half work in areas east of the Mississippi. Much work is performed out of doors, but often Rangers must work indoors in offices, especially as they advance and assume more managerial responsibilities.

During their careers most Rangers can expect to be assigned to several different parts of the country. While we try to take account of each employee's preferences, we do not guarantee that a Ranger will remain stationed in only one area.

TRAINING

New Park Rangers spend most of their first year in developmental assignments which include planned on-the-job training in various parks and the course, "Introduction to Park Operations," given at the Horace M. Albright Training Center at Grand Canyon, Arizona. Performance is evaluated critically on a continuing basis and only those who prove completely satisfactory in every respect are retained in the Park Ranger/Park Management career field.

SALARY

Park Rangers enter the Service usually at grade GS-5; a very few positions may be filled at GS-7 (see salary chart page 25). Positions above GS-7 usually are filled from within the ranks of the Service and Department of the Interior under approved Career Development and Placement Plan procedures.

CAREER POTENTIAL

From the entry-level Rangers may move through the ranks to become District Rangers, Park Managers, and staff specialists in interpretation, resource management, park planning and related areas. Upper level managers in the Park Service are recruited primarily for their managerial capabilities; the Park Ranger ranks are a primary source of managerial competence.

BASIC QUALIFICATIONS

GS-5

To qualify for GS-5 you must meet the following requirements.

A. Be rated eligible under the Professional and Administrative Career Examination, administered by the Office of Personnel Management, if you are entering the Federal competitive service for the first time (see discussion of OPM application procedures, page 2).

B. One of the following:

1. Have completed a full 4-year course in an accredited college or university leading to a bachelor's degree with at least 24 semester hours in one or not more than two of the following: park and recreation management, any field-oriented natural science, history, archeology, police science, sociology, business administration, the behavioral sciences, or closely related subjects applicable to park management.

OR

2. Have completed three years of park or conservation experience which provides evidence that you have:

   a. A good general understanding of systems, methods, archeology, police science, or closely related subjects applicable to park management, and administrative machinery for accomplishing work in a park or conservation area.

   b. The ability to analyze work problems effectively and apply sound judgement to their solution.

   c. The ability to communicate with others effectively.

   d. The capacity to apply these abilities and knowledges to resolving problems in park operations.

OR

3. Any equivalent combination of education and experience as defined in 1 or 2 above. In combining education with experience, an academic year of study which comprises 30 semester hours or 45 quarter hours will be considered equivalent to 9 months experience.

GS-7

To qualify for grade GS-7 you must meet one of these additional requirements.

A. One year of experience as a Ranger or in a similar line of work. The experience must have been in performing, planning, developing, regulating, advising on, or supervising programs or a variety of activities in a park or comparable environment.

B. One year of graduate studies in, or directly related to, one of the following: park and recreation management, field-oriented natural science, history, archeology, police science, sociology, business administration, or the behavioral sciences.

C. A combination of experience and graduate education.

Equivalent combinations of park management or similar experience and graduate education of the type described above are acceptable. (Thirty semester hours, or the equivalent, of part-time graduate education may be considered to be equal to one full academic year of graduate education.)

D. Meet the criteria for superior academic achievement; namely, a score of 90 or above on the Professional and Administrative Career Examination; a bachelor's degree and either a 2.90 grade point average on a 4.0 scale in all undergraduate courses, or rank in the upper third of your class, or membership in a national honorary scholastic society (other than freshman societies) recognized by the Association of College Honor Societies.

SPECIAL NOTE: As mentioned previously, most Park Rangers are hired at GS-5. Due to an ever increasing number of "people" problems faced in Ranger work, adequate grounding in the social and behavioral sciences is helpful. The work is not primarily geared to research, and we do not seek candidates with research backgrounds.

At all grade levels, the competition for Park Ranger/Park Management positions is keen, with far more highly-qualified candidates available than positions. Due to this situation and other factors, many qualified persons cannot be hired when they are ready for work. Please bear this in mind should you decide to compete for positions. It is not uncommon, at times, to have 100 competitors for one vacant position.

If you need to apply under the OPM "PACE" announcement, insure that your PACE eligibility is kept current in the OPM register-holding office which certifies lists of eligible candidates to the Park Service areas in the geographic areas where you are seeking employment consideration (see pages 19-24).

PARK AID AND TECHNICIAN

Park Aids and Technicians wear prescribed uniforms, support Rangers and help carry out the technical operations needed to maintain parks, historic sites or recreation areas. Duty stations may be in urban, suburban or rural settings.

DUTIES

PARK AID

Through on-the-job experience, Park Aids develop their skills and knowledge of practical park operations. Aids work at the more basic tasks involved in fire fighting, conservation programs, providing information to the public, enforcing the law, operating campgrounds, and other jobs related to park and recreation area operation.

PARK TECHNICIAN

Technicians perform a wide variety of functions, usually following the direction or plans of Park Rangers. They work on fire fighting crews, conservation teams working on soil erosion, and plant and insect control projects. In historic and archeological areas, they carry out plans to preserve and restore buildings and sites. They operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, and providing information to visitors. They lead guided tours and give talks to groups of visitors. They operate projects and sound equipment for slide shows and movies. They may direct traffic; go on road patrols, operate radio dispatch stations and perform other law enforcement and public safety duties.

SALARY

Park Aids can start at grades GS-1, 2 or 3, but most usually start at GS-2. Park Technicians can start at grade GS-4. Depending upon ability and work performance, Technicians may advance as high as GS-8 or GS-9.

BASIC QUALIFICATIONS

Applicants who have not held competitive career or career-conditional positions must apply to the OPM for review and rating of their qualifications (see page 2 discussing this procedure). Applicants for

GS-2 and GS-3 Park Aid must pass a written test conducted by the OPM. No written test is required for GS-4 Park Technician; the OPM reviews such applicants' overall backgrounds, including pertinent education, work experience, or both.

PARK AID

GS-2

Six months of general experience in park operations or related work such as that gained in forestry, recreation, interpretive and information services, fire control, fish and wildlife refuge work, archeological excavation, museum work, audiovisual and verbal communications, law enforcement, and similar activities. You may also qualify if you have a high school diploma or a General Education Development high school equivalency certificate.

GS-3

One year of general experience of the type described for GS-2 above. You may also qualify if you have completed one year of college and have 12 semester hours in any combination of coursework as follows: any field oriented natural science, history, archeology, police science, and park and recreation management.

PARK TECHNICIAN

GS-4

One and one-half years of general experience as described for GS-2 Park Aid above, plus 6 months of technical specialized experience actually gained in park operations. Some examples of specialized experience may include experience as a park guide or tour leader; experience in law enforcement or investigative work in a park, conservation, or recreation area; and experience as a technical aid or assistant in archeological or historical preservation research and development work. You may also qualify if you have completed 2 years of college which included at least 18 semester hours in any combination of coursework listed for GS-3 Park Aid above.

SPECIAL NOTE: As might be expected, the competition for Park Aid and Technician positions, as for Park Ranger, is very keen, with far more highly-qualified candidates available than positions. As a result, many qualified persons cannot be hired when they are ready for work. Also, if you need to apply under the Office of Personnel Management's locally announced examinations for these positions (see page 2 discussing this procedure), in many parts of the country, due to large numbers of eligibles on OPM registers, the OPM may or may not be accepting job interest cards for the positions. This is why it is important to stay in touch with the OPM Federal Job Information Center(s) in the part(s) of the country where you wish to work to inquire from time-to-time if the examinations are open or closed (see page 19).

After the OPM gives you an eligible rating, it will put your name on the eligibility registers in the cities you requested. If there is a particular Park Service area where you would like to work, contact the Park Superintendent and inform him/her of your interest. Include a copy of your application and OPM Notice of Rating. Remember, however, you will not receive active consideration for employment until your name is certified by the OPM, when our parks ask the OPM for eligibility lists, and your name is among the best-qualified certified.

If you have Federal transfer or reinstatement eligibility, follow the application procedure discussed on pages 2-3, How to Apply.

OTHER UNIFORMED POSITIONS

GUARDS

Guards protect Federal employees, property and buildings and generally patrol buildings to prevent fire, damage, accident, etc. The duties require moderate to arduous physical exertion. Irregular hours are common. Guards can be hired at GS-3, GS-4 or GS-5, with one to three years experience for each of these GS levels (see salary chart, page 25). Some qualifying experience includes: service in the Armed Forces, Coast Guard, Federal, State, local government or private protection agency, which involved guard duties such as protecting lives, property from theft, damage, etc., maintaining law and order, or performing similar duties. Applicants must have emotional and mental stability, be in good physical health (including having good vision and hearing). For some positions, a valid driver's license is required.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your particular "status" and eligibility. If you need to apply under the Office of Personnel Management's Guard examination announcement, as required by law, usually only persons entitled to veterans preference may apply. No written test is required. For more information, contact the OPM Office having jurisdiction over the location where you wish to work (see page 19).

PARK POLICE

The U. S. Park Police are a part of our National Capital Region; most are assigned to areas within that Region. Some are duty stationed in areas throughout the National Park Service, but all are hired by the National Capital Region (see address, page 24). They have the same police powers within the District of Columbia as the D. C. Metropolitan Police. They act as hosts to millions of park visitors annually, serving as guides and information specialists, and provide police services for many civic events in the D. C. area. The duties occasionally require irregular, unscheduled hours and involve personal risks, exposure to all kinds of weather, and arduous physical exertion under rigorous and unusual environmental conditions.

Park Police recruits start at a salary equivalent to about GS-8 (see salary chart, page 25). Applicants must be at least 21 years old but not have passed their 31st birthday before appointment. Applicants must take a written test conducted by the Office of Personnel Management (contact the OPM Washington, D.C. Office, see page 19). Some of the other qualications are: have successfully completed two years of academic study above high school OR have two years responsible experience demonstrating an ability to learn and apply detailed and complex regulations and be able to effectively communicate with people individually and in groups OR equivalent combinations of education and experience totalling two years. Applicants must also possess a valid driver's permit, have height in proportion to weight, have good vision, be of good moral character, and pass a physical performance test prior to final selection. Further information is available from our National Capital Region (see page 24) or the OPM's Washington, D.C. Office (see page 19).

Special Note: These positions are highly competitive. Due to an overabundance of qualified candidates on the Office of Personnel Management's eligibility register, the OPM often suspends the receipt of applications under the Park Police examination announcement for long periods of time.

MAINTENANCE & SKILLED & SEMI-SKILLED TRADE & CRAFT POSITIONS

Carpenters, electricians, plumbers, painters, janitors, general maintenance workers, laborers, motor vehicle operators and persons with other skills are employed in some of the larger park areas of the National Park Service. Duties may include the maintenance of roads, trails, equipment, buildings and grounds. Small parks may employ one employee who performs a variety of these duties. Pay varies, depending upon the work location and the job classification. Such employees are paid hourly wage rates, which are adjusted from time-to-time to bring them into line with prevailing wages paid to employees doing similar work in private industry.

Initial appointments to the above positions are made from the Office of Personnel Management eligibility registers (see pages 2-3 discussing these procedures and page 19 to contact the OPM concerning "open" announcements under which to apply). Usually, there is no written test; applicants are rated according to their training and experience.

Persons eligible for Federal transfer or reinstatement (see page 2-3) at salaries equivalent to GS-1 through GS-12 should contact our regional offices (see page 24) to inquire about vacant positions.

ADMINISTRATIVE, CLERICAL, AND PROFESSIONAL SUPPORT POSITIONS

ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE OFFICER

Positions involving miscellaneous administrative duties are located in various parks and regional offices. These positions include duties in two or more of the following fields: personnel, budget, supply procurement, and property management. Entry-levels are usually at GS-5 and GS-7.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the Professional and Administrative Career Examination (PACE) is required for GS-5 and GS-7 (see page 19 on contacting the OPM). Whenever positions of this type are filled at higher GS Levels from outside the Federal Service, the OPM announcements for Mid-Level and Senior-Level positions are required.

PERSONNEL, BUDGET, PROCUREMENT AND PROPERTY MANAGEMENT

Specialized positions in the above fields are located in large parks, regional offices and the Washington Office of the Park Service.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the Professional and Administrative Career Examination (PACE) is required for GS-5 and GS-7 (see page 19 on contacting the OPM). In the few instances where positions of this type are filled at higher levels from outside the Federal Service, the OPM Announcements for Mid-Level and Senior-Level positions are required.

ACCOUNTANT

Professional accounting positions are located in the regional offices and the Washington Office of the Park Service. Entry-levels are at GS-5 and GS-7.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the announcements state the qualification requirements; there is no written test. See page 19 on contacting the OPM to obtain announcements.

MANAGEMENT AND SYSTEMS ANALYSTS

Management and Systems Analysts seek to improve administration of the Park Service by applying the latest management techniques to problems of organization, communication, data processing, work methods and similar functions. Most of these positions are located in the Washington Headquarters Office and are filled from within the ranks of the Federal Service.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the Professional and Administrative Career Examination (PACE) is required for GS-5 and GS-7. See page 19 on contacting the OPM.

CLERICAL AND SECRETARIAL

There is a continuing need for well-qualified and highly competent clerks, typists and stenographers to serve in almost every area of the Park Service. Entry-levels for these positions are GS-2, 3 and 4 (see salary chart, page 25)

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the appropriate examinations are announced locally by the OPM. Announcements may be obtained from the OPM (see addresses, page 19). Written aptitude and performance tests are required.

ENGINEERS, ARCHITECTS, AND LANDSCAPE ARCHITECTS

Most Engineers, Architects and Landscape Architects and others performing related services are located in the National Park Service's planning and design facility, the Denver Service Center, Denver, Colorado. Occasionally, such positions may be located in the regional offices and parks (see page 24).

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, for all the above positions at GS-5 and above in Colorado and most other geographical work locations, the appropriate examination announcement is entitled "Engineering, Physical and Mathematical Sciences and Related Professions", Number 424. See page 19 on contacting the OPM to obtain the announcement. There are no written tests.

FEW OF A KIND POSITIONS

WRITER-EDITOR and PUBLIC INFORMATION SPECIALIST

A few positions directly involving the Park Service's informational and publication programs are needed in the Washington Headquarters Office and Regional Offices. Persons with English, journalism, communications and similar backgrounds are considered. Most positions are filled at GS-5 or GS-7.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the Professional and Administrative Career Examination (PACE) is required for GS-5 and GS-7. At higher GS levels, you must meet the qualifications stated in the appropriate OPM announcement. See page 19 on contacting the OPM to obtain announcements.

EXHIBIT SPECIALIST, MUSEUM SPECIALIST and MUSEUM CURATOR

The Park Service has few positions in museum work. Most of the daily care of museum collections is done part-time by Park Rangers or other personnel serving in historical, archeological or natural areas. When the above positions are available, some of the duties include: designing and preparing wayside exhibits, performing professional work in developing and caring for museum collections and planning park museum exhibits. Most positions are in our Harpers Ferry Center (see address, page 24); however, the Center's staff is small and vacant positions do not occur often.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the Professional and Administrative Career Examination (PACE) is appropriate for GS-5 and GS-7 Museum Curator positions; for Exhibit Specialist and Museum Specialist, persons must meet the specific qualifications in the appropriate announcement. See page 19 on contacting the OPM to obtain announcements.

BIOLOGIST, GEOLOGIST, and OTHER SCIENTIFIC SPECIALTIES

When available, most positions of these types are higher level (above GS-5 and GS-7), are of a research nature, and require advanced academic degrees and/or several years of specialized work experience. Such positions usually are filled from within the ranks of the Federal Government.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, for positions in the biological and agricultural sciences, the OPM's "Life Sciences" announcement (#421) is used. For geological positions, the announcement entitled "Engineering, Physical and Mathematical Sciences and Related Professions" (#424) is used. See page 19 on contacting the OPM to obtain announcements.

At GS-5 and GS-7, persons with biological and geological backgrounds also apply for Park Ranger positions (see pages 5-8 for discussion of this job).

Most Wildlife and Fishery Biologists are employed by the U.S. Department of the Interior, Fish and Wildlife Service, Personnel Office, Washington, D.C. 20240. Fishery Biologists also are employed by the U. S. Department of Commerce, National Marine Fishery Service, Personnel Office, Washington, D. C. 20230.

Most Geologists in the Department of the Interior are employed in the Bureaus of Reclamation, Land Management, Mines, and the Geological Survey. Contacts with the first two Bureaus can be made by substituting the appropriate Bureau name in the address shown above for the Fish and Wildlife Service. The latter two Bureau addresses are: Bureau of Mines, 2401 E Street, N. W. (Columbia Plaza), Washington, D. C. 20241 and U. S. Geological Survey, 12201 Sunrise Valley Drive, Reston, Virginia 22092.

FOREST RANGER, FORESTRY POSITIONS

The National Park Service has no positions classified as Forest Ranger. Forest Rangers work for the Forest Service, U. S. Department of Agriculture; for further information, write to the agency's Personnel Office, P. O. Box 2417, Washington, D. C. 20013.

Professional Forester, Forestry Aid and Technician positions in the National Park Service are few in number and are established according to our forest management and forest protection needs. Persons with such backgrounds usually apply for Park Ranger, Park Technician or Park Aid positions (see pages 5-10 for discussion of these).

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your particular "status" and eligibility. If you need to apply to the Office of Personnel Management, its "Life Sciences" announcement (#421) covers Forester positions GS-5 through GS-12. For Forestry Aid or Technician, the qualifications are listed in the OPM's appropriate local announcements. See page 19 on contacting the OPM to obtain announcements.

REALTY SPECIALIST

Persons interested in these positions need backgrounds in the appraisal and acquisition of land. Realty Specialists work with analysts and administrators in the Headquarters Office and in some parks and Regional Offices. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels.

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your particular "status" and eligibility. If you need to apply to the Office of Personnel Management, see page 19 on contacting the OPM to obtain the appropriate announcement.

CONCESSION SPECIALIST

To qualify for these positions, persons need backgrounds in hotel and restaurant management and government contract compliance to evaluate and monitor restaurant and other concessions operated by private contractors in the National Park Service. A few positions may be filled at GS-5 or GS-7; others usually are available at the mid-levels and are located in the Headquarters Office and in some parks and Regional Offices.

See page 2-3, How to Apply, for the application procedure to follow, depending upon your particular "status" and eligibilty. If you need to apply to the Office of Personnel Managment, see page 19 on contacting the OPM to obtain the appropriate announcement.

OTHER POSITIONS

We receive many inquiries regarding positions as oceanographer, pilot, photographer, and attorney. Persons with such skills or training and with other qualifications sometimes are needed for certain positions. Secondary skills in oceanography, piloting or photography occasionally may be desired for Park Ranger or related park management or park operations positions; whether or not these skills are needed will depend upon the specific duties and the job location. See pages 5-10 for discussion of Park Ranger and related positions.

Photographic skills are needed for certain audiovisual positions, most of which are located in our Interpretive Center, Harpers Ferry, West Virginia (see page 24 to contact the Center). The Center's staff is quite small and vacant positions do not occur often.

There are no persons classified as Attorneys on our staff; Attorneys in the Department of the Interior are located in the Solicitor's Office. Persons with bar membership should obtain from the Office of Personnel Management (see page 19) the pamphlet entitled "In Public Practice," which lists the addresses of Federal Agencies that hire Attorneys.

Occasionally, Paralegal Specialist positions are available in the National Park Service; they are usually filled at the mid or senior-levels, a few may be filled at GS-5 and GS-7 (see salary chart, page 25).

See pages 2-3, How to Apply, for the application procedure to follow, depending upon your "status" and eligibility. If you need to apply to the Office of Personnel Management, the Professional and Administrative Career Examination (PACE) is used for GS-5 and GS-7 jobs. Above these levels, the OPM's Mid and Senior-Level announcements are used. See page 19 on contacting the OPM to obtain announcements.

We also receive many inquiries regarding positions as Chaplain or Minister. Although the National Park Service does not have positions classified as such, there is a privately-sponsored ministry program in the national parks. This program is coordinated by the Director, Christian Ministry in the National Parks, 222 1/2 East 49th Street, New York, New York 10017.

BENEFITS OF EMPLOYMENT

TRAINING

To supplement on-the-job development, several formal training programs serve the needs of National Park Service employees. Two training centers, the Horace M. Albright Training Center (at Grand Canyon National Park) and the Stephen T. Mather Training Center (at Harpers Ferry, West Virginia) offer facilities and resources for training. These Centers are for in-service training use; with few exceptions courses are not open to the general public.

Employees may take advantage of certain training opportunities outside the Service at government expense, including full-time graduate level college work at selected universities for a few especially well-qualified persons. In most cases, the course work may be started only after a person has been employed at least one year and only providing that the schooling is directly applicable to the employee's duties.

OTHER BENEFITS

For detailed information on other Federal Government employee benefits, including annual and sick leave, retirement, life insurance, and health benefits, please obtain from the Office of Personnel Management its pamphlet entitled "Working for the U. S. A.," or any of its brochures in the "Fed Facts" publication series. See page 19 on how to contact the OPM. These publications also are available from most large Federal Agency Personnel Offices.

The Office of Personnel Management offers Federal employment information through a nationwide network of Federal Job Information Centers.

For an answer to your questions about Federal employment, you can visit, write, or call the nearest Federal Job Information Center-the local address and telephone number are listed beside each city.

The Office of Personnel Management invites you to call and talk with its information specialists before writing a letter or filling out a job application. Information specialists can mail you job announcements, application forms, and pamphlets. A call can save you valuable time and effort.

Federal Job Information Centers are open to serve you Monday through Friday, except holidays.

FEDERAL JOB INFORMATION CENTERS

ALABAMA

* Birmingham:
  15 South 20th St.
  Daniels Building 35233
  (205) 254-1637

*Anniston:
  102 East 16th St. 36201
  (205) 236-1185 or 86

Huntsville:
  Southerland Building
  806 Governors Dr., N.W. 35801
  (205) 453-5070

* Mobile:
  First National Bldg.
  107 St. Francis St. 36602
  (205) 690-2118

* Montgomery:
  28 South Court St. 36104
  (205) 832-7472

*Office will close by 9/30/79

ALASKA

Anchorage:
  Hill Bldg. 617 G St. 99501
  (907) 265-5311

ARIZONA

Phoenix:
  522 N. Central Ave. 85004
  (602) 2 61-4736

ARKANSAS

Little Rock:
  Federal Bldg. Rm. 1319
  700 W. Capitol Ave. 72201
  (501) 378-5842

CALIFORNIA

Los Angeles:
  Linder Bldg.
  845 S. Figueroa 90017
  (213) 688-3360

Sacramento:
  Federal Bldg, 650 Capitol Mall 95814
  (916) 449-3441

*San Bernardino:
  380 W. Court St. 92401
  (714) 383-5783

San Diego:
  880 Front St. 92188
  (714) 293-6165

San Francisco:
  Federal Bldg. Rm. 1001
  450 Golden Ave. 94102
  (415) 556-6667

COLORADO

Denver:
  1845 Sherman St. 80203
  (303) 837-3506

CONNECTICUT

Hartford:
  Federal Bldg, Rm. 717,
  450 Main St. 06103
  (203) 244-3096

DELAWARE

Wilmington:
  Federal Bldg. 844 King St. 19801
  (302) 571-6288

DISTRICT OF COLUMBIA

Metro Area:
  1900 E St. N.W. 20415
  (202) 737-9616

FLORIDA

Miami:
  1000 Brickell Ave. Suite 660 3313
  (305) 350-4725

Orlando:
  80 N. Hughey Ave. 32801
  (305) 420-6148

*Pensacola:
  50 East Garden St. 32501
  (904) 434-0109

GEORGIA

Atlanta:
  Federal Bldg. 275 Peachtree St.,
  N.E. 30303
  (404) 221-4315

*Macon:
  Federal Bldg. 451 College St. 3120
  (912) 745-2889
  or P. O. Box 4547 31208

GAUM

Agana:
  238 O'Hara St. Rm. 308 96910
  344-52 42

HAWAII

Honolulu (and Island of Oahu):
  Federal Bldg. Rm. 1310
  300 Ala Moana Blvd. 96850
  (80 8) 546-8600

Boise:
Box 035, Federal Bldg.,
550 W. Fort St. 83724
(208) 384-1726 or 1727

ILLINOIS

Chicago:
Dirksen Bldg., Rm. 1322
219 S. Dearborn St. 60604
(312) 353-5136

* Rock Island:
208 18th St. 61201
(309) 783-6396

INDIANA

Indianapolis:
46 East Ohio St., Rm. 123
46204
(317) 269-7161 or 7162

IOWA

Des Moines:
210 Walnut St., Rm. 191
50309
(515) 284-4546

KANSAS

Wichita:
One-Twenty Bldg., Rm. 101
120 S. Market St. 67202
(316) 267-6311, ext. 106

In Johnson and Wyandott Counties dial 374-5702

KENTUCKY

* Lexington:
Second Floor, Concord Building
1450 Newton Pike 40505
(606) 254-2775

Louisville:
Federal Building
600 Federal Pl. 40202
(502) 582-5130

LOUISIANA

New Orleans:
F. Edward Hebert Bldg.
610 South St., Rm. 103 70130
(504) 589-2764

Augusta:
Federal Bldg. Rm. 611
Sewall St. & Western Ave. 04330
(207) 622-6171 ext. 269

MARYLAND

Baltimore:
Garmatz Federal Bldg.
101 W. Lombard St. 21201
(301) 962-3822

DC Metro Area:
1900 E St. N.W., 20415
(202) 737-9616

MASSACHUSETTS

Boston:
3 Center Plaza 02108
(617) 223-2571

* Springfield:
436 Dwight St., Rm. 201, 01103
(413) 781-2420 ext. 308

MICHIGAN

Detroit:
477 Michigan Ave., Rm. 595 48226
(313) 226-6950

MINNESOTA

Twin Cities:
Federal Bldg.
Ft. Snelling, Twin Cities, 55111
(612) 725-3355

MISSISSIPPI

Jackson:
802 N. State St. 39201
(601) 969-4585

MISSIOURI

Kansas City:
Federal Bldg., Rm. 129
601 E. 12th St. 64106
(816) 374-5702

St. Louis:
Federal Bldg., Rm. 1712
1520 Market St., 63103
(314) 425-4285

Helena:
Federal Bldg. & Courthouse
301 S. Park, Rm. 153 59601
(406) 442-9040 ext. 3388

NEBRASKA

Omaha:
U. S. Courthouse and Post Office Bldg.
Rm. 1014, 215 N. 17th Street 68102
(402) 221-3815

NEVADA

Reno:
Mill & S. Virginia St.
P. O. Box 3296 89505
(702) 784-5535

NEW HAMPSHIRE

Portsmouth:
Federal Bldg., Rm. 104
Daniel & Penhallow Sts. 03801
(603) 436-7720 ext. 762

NEW JERSEY

Newark:
Federal Bldg., 970 Broad St. 07102
(201) 645-3673

In Camden, dial 541-0400

NEW MEXICO

Albuquerque:
Federal Bldg., 421 Gold Avenue, S.W. 87102
(505) 766-2557

NEW YORK

*Albany:
Federal Bldg., Rm. 307
Bdwy. & Maiden Lane 12207
(518) 472-3313 or 3314

Bronx:
590 Grand Concourse, 10451
(212) 292-4666

Buffalo:
111 W. Huron St., Rm. 35, 14202
(716) 846-4001

* Hempstead:
175 Fulton Ave., Rm. 402, 11550
(516) 483-2664

* Office will close by 9/30/79

Jamaica:
90-04 161st St., Rm. 200 11432
(212)526-6192

New York City:
Federal Bldg., 26 Federal Plaza 10007
(212) 264-0422

Syracuse:
100 S. Clinton St. 13260
(315) 423-5660

NORTH CAROLINA

Raleigh:
Federal Bldg., 310 New Bern Ave.
P. O. Box 25069, 27611
(919) 755-4361

NORTH DAKOTA

Fargo:
Federal Bldg., Rm. 202
657 Second Ave., N. 58102

OHIO

* Akron:
Federal Bldg., 4th Floor
2 S. Main St. 44308
(216) 535-5178

* Cincinnati:
Federal Bldg., Rm. 1116
550 Main Street. 45202
(513) 684-2351

Cleveland:
Federal Bldg., 1240 E. 9th St.
44199
(216) 522-4232

Dayton:
Federal Bldg. Lobby
200 W. 2nd St. 45402
(513) 225-2720 and 2854

OKLAHOMA

Oklahoma City:
200 NW Fith St. 73102
(405) 231-4948

OREGON

Portland:
Federal Bldg. Lobby (North)
1220 SW Third St. 97204
(503) 221-3141

PENNSYLVANIA

Harrisburg:
Federal Bldg. Rm. 168 17108
(717) 782-4494

Philadelphia:
Wm. J. Green, Jr. Fed. Bldg.
600 Arch St. 19106
(215) 597-7440

Pittsburgh:
Fed. Bldg. 1000 Liberty Ave.,
15222
(412) 644-2755

In Camden, NJ dial 541-0400

PUERTO RICO

San Juan:
U.S. Court House and Federal Office Bldg.
Charlos E. Chardon St.
Hato Rey, P.R. 00918
(809) 753-4209 ext. 209

RHODE ISLAND

Providence:
Federal & P. O. Bldg., Rm. 310
Kennedy Plaza 02903
(401) 528-4447

SOUTH CAROLINA

Charleston:
Federal Bldg., 334 Meeting St. 29403
(803) 724-4328

* Columbia:
1802 Sumter St. 29201
(803) 765-5387

SOUTH DAKOTA

Rapid City:
Rm. 201, Federal Bldg.
U.S. Court House, 515 9th St. 57701
(605) 348-2221

TENNESSEE

Memphis:
Federal Bldg., 167 N. Main St. 38103
(901) 521-3956

TEXAS

* Austin:
300 E.8th St., Rm. G161, 78701
(512) 397-5380

* Corpus Christi:
Downtown Postal Station, Rm. 105
701 N. Upper Broadway, 78401
(512) 888-3234

Dallas:
Rm. 1042, 1100 Commerce St. 75242
(214) 749-7721

El Paso:
Property Trust Bldg.-Suite N302
2211 E. Missouri Ave. 79903
(915) 543-7425

* Ft. Worth:
819 Taylor St. 76102
(800) 492-4400

* Harlingen:
222 E. Van Buren, Suite 501, 78550
(512) 425-6555

Houston:
702 Caroline Street 77002
(713) 226-5501

San Antonio:
643 E. Durango Blvd., 78205
(512) 229-6600

UTAH

Salt Lake City:
350 South Main St., Rm. 484 84101
(801) 524-5744

VERMONT

Burlington:
Federal Bldg., Rm. 308
P. O. Box 489
Elmwood Ave. & Pearl St. 05402
(802) 862-6501 ext. 259

*Office will close by 9/30/79

VIRGINIA

Norfolk:

Federal Bldg., Rm. 220
200 Granby Mall 23510
(804) 441-3355

D.C. Metro Area:

1900 E Street, N.W. 20415
(202) 737-9616

WASHINGTON

Seattle:

Federal Bldg., 915 Second Ave. 98174
(206) 442-4365 or 4366

* Spokane:

Room 111, 920 W. Riverside 99201
(509) 456-2536

Vancouver:

dial 693-0541

Bremerton: dial 479-3127

WEST VIRGINIA

Charleston:

Federal Bldg., 500 Quarrier St. 25301
(304) 343-6181 ext. 226

WISCONSIN

* Madison:

1 West Wilson St., Rm. 244 53703
(608) 252-5240

Milwaukee:

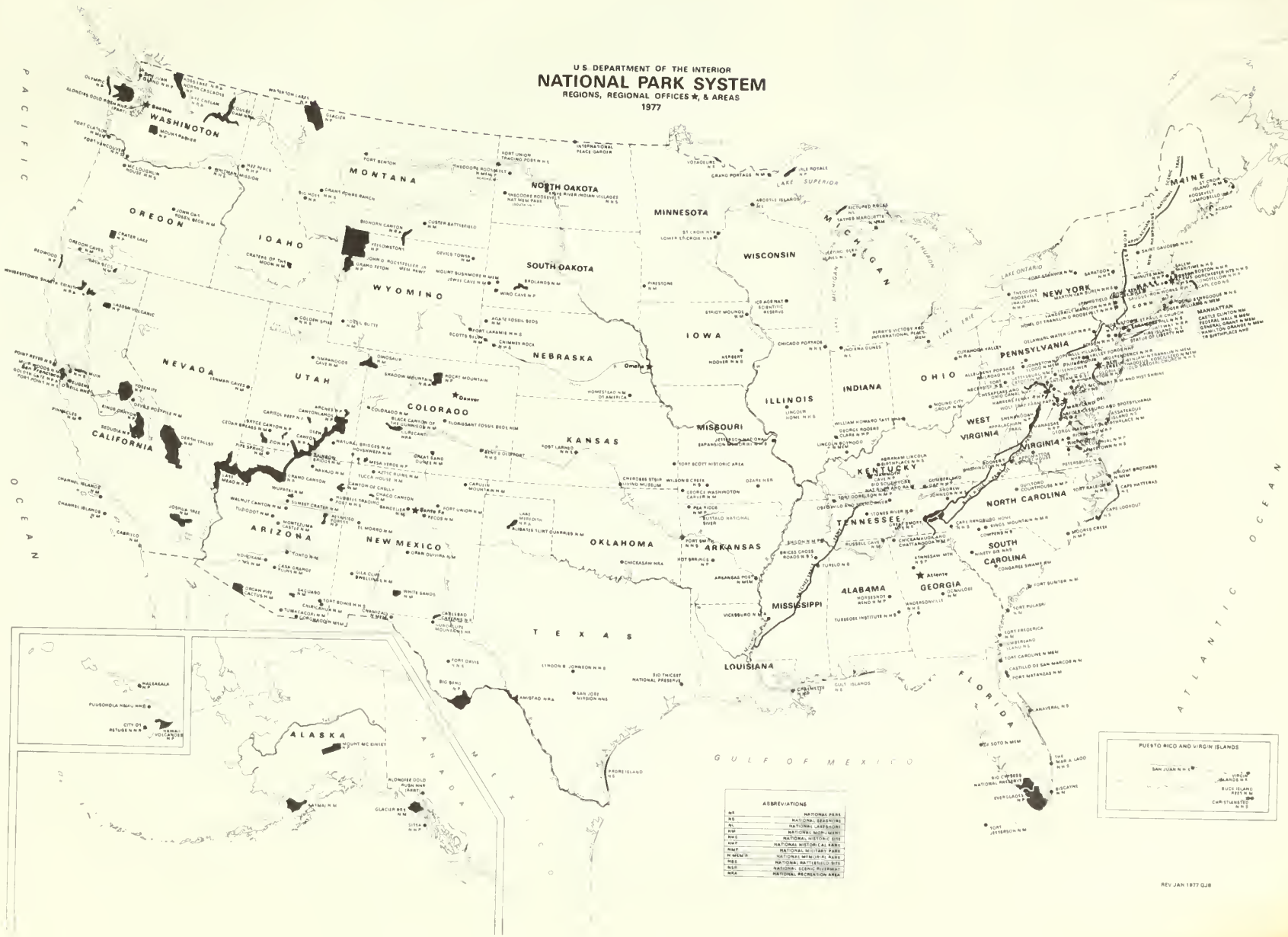
Plankinton Bldg., Rm. 205
161 W. Wisconsin Ave. 53203
(414) 244-3761

WYOMING

Cheyenne:

2120 Capital Ave.
P. O. Box 967 82001
(307) 778-2220, ext. 2108

* Office will close by 9/30/79


U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SYSTEM
REGIONS, REGIONAL OFFICES ★, & AREAS
1977
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WEST VIRGINIA
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HAWAII
PUERTO RICO AND VIRGIN ISLANDS
ABBREVIATIONS
NP NATIONAL PARK
NS NATIONAL SEASHORE
NL NATIONAL LAKESHORE
NM NATIONAL MONUMENT
NHS NATIONAL HISTORIC SITE
NHP NATIONAL HISTORICAL PARK
NMP NATIONAL MILITARY PARK
N MEM'L NATIONAL MEMORIAL PARK
NBS NATIONAL BATTLEFIELD SITE
NSR NATIONAL SCENIC RIVERWAY
NRA NATIONAL RECREATION AREA
REV JAN 1977 GJB

Regions and Other Areas of the

National Park Service, Department of the Interior

North Atlantic Region
15 State Street
Boston, Mass. 02109
Tele.: 617-223-3774
(MAINE, NEW HAMPSHIRE, VERMONT, MASSACHUSETTS, RHODE ISLAND, CONNECTICUT, NEW YORK, NEW JERSEY)

Mid-Atlantic Region
143 South Third Street
Philadelphia, Pa. 19106
Tele.: 215-597-7070
(PENNSYLVANIA, MARYLAND, WEST VIRGINIA, DELAWARE, VIRGINIA)

National Capital Region
1100 Ohio Drive, S. W.
Washington, D. C. 20242
Tele.: 202-426-6717
(METROPOLITAN WASH.,D.C., including Nearby MARYLAND, VIRGINIA, WEST VIRGINIA)

Rocky Mountain Region
655 Parfet Street
P. O. Box 25287
Denver, Colorado 80225
Tele.: 303-234-4533
(MONTANA, NORTH DAKOTA, SOUTH DAKOTA, WYOMING, UTAH, COLORADO)

Western Region
450 Golden Gate Avenue
Box 36063
San Francisco, California 94102
Tele.: 415-556-4540
(ARIZONA, CALIFORNIA, NEVADA, HAWAII)

Southwest Region
P. O. Box 728
Santa Fe, New Mexico 87501
Tele.: 505-988-6425
(ARKANSAS, LOUISIANA, NEW MEXICO, OKLAHOMA, TEXAS)

Southeast Region
1895 Phoenix Boulevard
Atlanta, Ga. 30349
Tele.: 404-996-2520
(ALABAMA, FLORIDA, GEORGIA, KENTUCKY, MISSISSIPPI, NORTH CAROLINA, SOUTH CAROLINA, TENNESSEE, PUERTO RICO, VIRGIN ISLANDS)

Midwest Region
1709 Jackson Street
Omaha, Nebraska 68102
Tele.: 402-221-3456
(OHIO, INDIANA, MICHIGAN, WISCONSIN, ILLINOIS, MINNESOTA, IOWA, MISSOURI, NEBRASKA, KANSAS)

Pacific Northwest Region
601 Fourth and Pike Building
Seattle, Washington 98101
Tele.: 206-442-5038
(ALASKA, IDAHO, OREGON, WASHINGTON)

Denver Service Center
(See Rocky Mountain Region entry)

Harpers Ferry Center
National Park Service
Harpers Ferry, West Virginia 25425
Tele.: 304-535-6371

Washington Office
National Park Service
Interior Building, Room 2328
18th and C Streets, N. W.
Washington, D. C 20240

Tele.: 202-343-4648

* U.S.G.P.O. 626-837/1302-1680

GENERAL SCHEDULE—5 U.S.C. 5332(a)

GS	1	2	3	4	5	6	7	8	9	10
1	$ 6,561	$ 6,780	$ 6,999	$ 7,218	$ 7,437	$ 7,656	$ 7,875	$ 8,094	$ 8,313	$ 8,532
2	7,422	7,669	7,916	8,163	8,410	8,657	8,904	9,151	9,398	9,645
3	8,366	8,645	8,924	9,203	9,482	9,761	10,040	10,319	10,598	10,877
4	9,391	9,704	10,017	10,330	10,643	10,956	11,269	11,582	11,895	12,208
5	10,507	10,857	11,207	11,557	11,907	12,257	12,607	12,957	13,307	13,657
6	11,712	12,102	12,492	12,882	13,272	13,662	14,052	14,442	14,832	15,222
7	13,014	13,448	13,882	14,316	14,750	15,184	15,618	16,052	16,486	16,920
8	14,414	14,894	15,374	15,854	16,334	16,814	17,294	17,774	18,254	18,734
9	15,920	16,451	16,982	17,513	18,044	18,575	19,106	19,637	20,168	20,699
10	17,532	18,116	18,700	19,284	19,868	20,452	21,036	21,620	22,204	22,788
11	19,263	19,905	20,547	21,189	21,831	22,473	23,115	23,757	24,399	25,041
12	23,087	23,857	24,627	25,397	26,167	26,937	27,707	28,477	29,247	30,017
13	27,453	28,368	29,283	30,198	31,113	32,028	32,943	33,858	34,773	35,688
14	32,442	33,523	34,604	35,685	36,766	37,847	38,928	40,009	41,090	42,171
15	38,160	39,432	40,704	41,976	43,248	44,520	45,792	47,064	48,336*	49,608*
16	44,756	46,248	47,740*	49,232*	50,724*	52,216*	53,708*	55,200*	56,692*	
17	52,429*	54,177*	55,925*	57,673*	59,421*	GENERAL SCHEDULE—EFFECTIVE OCTOBER 8, 1978				
18	61,449*					DOI - OFFICE OF SECRETARIAL OPERATIONS-PERSONNEL				

***The salary for employees at these rates is limited by 5 U.S.C. 5308 to the rate for Level V of the Executive Schedule which, pursuant to P.L. 95-391, will remain $47,500.**

As the Nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally owned public lands and natural resources. This includes fostering the wisest use of our land and water resources, protecting our fish and wildlife, preserving the environmental and cultural values of our national parks and historical places, and providing for the enjoyment of life through outdoor recreation. The Department assesses our energy and mineral resources and works to assure that their development is in the best interests of all our people. The Department also has a major responsibility for American Indian reservation communities and for people who live in Island Territories under U. S. administration.

1979

National Park Service
U.S. Department of the Interior

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